

Fort River Bld Committee 1/18

Chair called mtg to order at 3:35 PM

Attending:

Jonathan Salvon
Michael Morris (non-voting and notetaker)
Irene Dujovne
Anthony Delaney (non-voting)
Jim McPherson
Kristine Royal
Heather Sheldon
Nicole Singer
Maria Kopecki
Claire McGinnis

Meeting minutes from prior meeting moved by Heather Sheldon, Jonathon S seconded. Vote was unanimous

Nicole informed the Committee that Jean Fay and Allison Page have resigned from the SBC. Dialogue about replacing the roles; Kristine and Maria indicated an openness to changing the meeting schedule to make it so that Allison can make the meeting. Irene also agreed with that sentiment. Nicole will write email to allstaff at the elementary level. Mike will follow up with SC chair about whether the SBC can make this decision to bring someone aboard to replace Jean. Nicole will email Allison about meeting time change and possible return.

Nicole moved item 12 (Future Meeting Planning) up to discuss the matter sooner. Committee members described their flexibility re: scheduling. Nicole will ask Debbie to send out Doodle poll for next meeting with a later start time. Maria suggested putting a broad ask about this to committee members. Nicole asked about whether the Committee would meet in the summer. The answer was shared as yes.

Mike and Anthony discussed the process to hire a notetaker. Mike took responsibility drafting a posting and sharing it with the ARPS and Town staff. \$25/hour. Claire and Maria would offer feedback on the posting and manage the hiring process. Jonathon made motion, Maria seconded. All voted in favor.

Website options: Claire updated that the Town can host a website for the Committee and is ready to go either content heavy or as a passthrough. Email address for Committee has already been set up. In terms of updating, a small group could be enabled to do that. Irene created a Wordpress site as well. There would be a cost if custom website URL--from \$4-\$8/month. Otherwise, it would be free. There was discussion about accessibility. Motion

made to start with the Town website link by Irene, Heather seconded, unanimous vote in favor. Documents will be sent to start the populating of the site.

Heather made the point to shift the titles of documents to include the word "Feasibility".

Claire updated that there is no connection between Wildwood Environmental study and the work of the Fort River Building Committee. There was consensus on this point. There was discussion about timing both schools' environmental studies at the same time. There was dialogue about timing and whether an architectural team on board ahead of time would help. Jim stated that hazardous materials could be done, other aspects would likely be done with the architects. Maria indicated that might be a difference between environmental health assessment vs environmental testing. Jim will develop a framework on an approach to this work.

Update from RFQ Working Group--The group met once; weather got in the way for second meeting. Jonathan started by describing the work and raised the question of whether an OPM is needed. Kristine found an RFP for the town of Andover that did not hire an OPM to reduce cost. Question is whether hiring an OPM is required. Anthony said that the language in the Warrant article should be followed. Maria said that Article 15B did list OPM, but the motion did not. She feels that we do not need an OPM. Kristine raised the issue of whether we should ask legal counsel. Anthony will contact Town Counsel about this.

Short recess at 4:27; returns at 4:33

MSBA Process--Mike Morris described the MSBA process, especially through Module 5. Maria had questions about this year's MSBA application process and the needs assessment. Mike described the process involving the School Committee and Select Board. The topic is on the agenda at the 1/24 Amherst School Committee meeting. Maria agreed to contact the MSBA about the 2016 Site Survey. She will bring a draft to the next meeting.

Budget and research/scope of meeting--there was some confusion about the intent of this agenda item. Perhaps researching square foot cost of the building but perhaps hard to apply the metric. There was also some thoughts about how the Committee could use the funds it had. RFQ subgroup discussed having a range, but we haven't gotten there. Claire and Mike will follow on the process for paying bills.

Communications Group Documents Update--Heather walked the Committee through a few documents (A Community Outreach outline and a Letter to the Editor of the Amherst Bulletin). First spoke about the public website for the Committee. Irene can be main person to work on website but will need some help. Irene was interested in finding a 3 bulleted point summary of each meeting. Heather discussed the Library Binder idea, but there was a concern about capacity and librarian was skeptical whether anyone would come looking for it there. Maria raised the concerns about people who are not comfortable with computers. She also raised

whether the branch libraries also get some content. Irene said a cover should be made in multiple languages to link to the websites. Kristine raised whether the newspaper/press releases would be a good vehicle. There was a discussion to have a library binder conversation in the working group and report back. Heather discussed the email address for the group; only receives comments from the public. Email listserve being set-up, with agendas and meeting announcements. Some discussion about meeting summaries; should they go out? Could the website updating automatically let someone know if updating occurs? Anthony will find out whether that is possible on Town website.

Discussion of sample draft letter to the Amherst Bulletin. Maria suggested that it might be better as a press release. Topic tabled for next meeting.

Motion to adjourn made by Maria, seconded by Jonathan.